



## LIQUOR

### Expansion/Alteration of Premises

***“Alteration” means any increase or decrease in the size, change in the character of the licensed premises or changes in the entrance/exit locations. (Outdoor Dining – Separate Document)  
Applicant should be referred to the Building Inspector and Board of Health***

#### **ABCC REQUIREMENTS:**

1. Application must be filled out online (website listed below), printed and submitted to the Board of Selectmen’s Office  
[www.mass.gov/abcc/pdf/forms/alterationofpremises.pdf](http://www.mass.gov/abcc/pdf/forms/alterationofpremises.pdf)
2. **\$200.00** Check made payable to the ABCC or The Commonwealth of Massachusetts
3. Newspaper Notice – Advertised in the Hometown Weekly (Selectmen’s Office prepares)
4. Abutter Notification - Abutters must be notified by certified mail. For purposes of liquor license applications (Ch. 138. Sec. 15A), an abutter is a person whose property directly touches the propose premises’ – not someone across the street. **The Abutters List Application is included in this packet and must be submitted to the Assessor’s Office for processing by the applicant.**
5. Petition for Change of License
6. Blue prints or hand drawn floor plan (drawn to scale) of the new location or alteration
7. Signed lease of documents proving a legal right to occupy premises (if needed)
8. All records, loan agreements, documents, as well as affidavits detailing the source(s) of money for this license transaction
9. Supporting Financial Records (if needed)
10. 3 months’ worth of bank statements confirming the sources of funds
11. Vote of Corporate Board or LLC authorizing the changes
12. Completed Financial Information

***These are the requirements from the ABCC regarding the forms that must be submitted at the time of filing. The ABCC will NOT accept hand written documents.***



## **Expansion/Alteration of Premises**

### **TOWN OF WALPOLE REQUIREMENTS:**

1. **\$100.00** Check made payable to the **Town of Walpole**  
**\$60.00** Check made payable to the **Hometown Weekly** (for the Newspaper Notice)
2. Advertisement is handled by the Selectmen's Office and is paid for by the Applicant. All abutters are notified by the Applicant via Certified Mail, return receipt is requested. These return receipts are to be submitted to the Selectmen's Office not later than the date preceding the hearing
3. Certificate of Good Standing from Massachusetts Department of Revenue
4. Compliance with Outdoor Dining Regulations (if applicable)
5. Churches, synagogues, hospitals and public or private elementary or secondary schools located within 500 feet of the premises of a liquor-serving establishment must be notified by registered mail. In all cases, whether the license is protested or not, the licensing authority must determine in writing after the hearing that the premises is not detrimental to the educational and spiritual activities of such school or church, if approving the application.
6. Tax Affidavit & Workers' Compensation is to be filled out and a copy of Workers' Compensation Policy declaration page (showing the policy number and expiration date) submitted to the Selectmen's Office

***\*\* Please note that the Selectmen's Office will only accept complete applications \*\****



## LIQUOR

### Outdoor Dining/Patio Regulations

#### Extension of Premises

1. Alcoholic beverages cannot be served outside a licensed establishment unless and until an application to Extend the Licensed Premises has been approved.
2. An application to extend the premises must describe the area in detail: i.e. dimensions, number of tables and chairs, occupancy figures for inside area and outside area, bars, if any, etc.
3. It is essential that the licensee have control of the area in order to prohibit service to underage patrons and to intoxicated individuals, etc. The premises must be enclosed by a fence, rope or other means to prevent patrons or members of the public from wandering in and out.
4. The outdoor area must be adjacent to the licensed premises and the licensee should have a view of the outside premises from inside. Egress from the inside to the outside must be clearly established. This will assure safe, uninterrupted service of alcoholic beverages.
5. The outdoor area must have adequate exits in case of emergency.
6. The licensing authorities should consider the type of neighborhood and the potential for noise in the surrounding area.
7. Preferred are outdoor areas where alcohol is served to patrons who are seated at tables and where food is also available.
8. Smoking is permitted in outdoor areas only if the outdoor space is physically separated from the enclosed workplace and smoke does not migrate into the enclosed workplace.